



Role Profile

Driver/ Handler			
Reference No.	A4285	Type	Individual
Service	Employability and Supported Employment service		
Job Family	Technical 3	Grade	FC3

Purpose
To deliver and uplift goods/ products/ materials throughout Fife and the central belt. To undertake/ and or assist with general tasks throughout production areas of Matrix, Duties also include cleaning vehicles and garden maintenance.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Delivering or uplifting products/goods/materials according to schedule or instruction	Current valid driving licence Good time management	✓	
Driving allocated vehicles as required	Experience driving various vehicle types including towing trailer		✓
Using a range of hand / power tools including battery drills, sanders, screwdrivers	Practical DIY skills		✓
Undertake visual inspection of vehicles for road worthiness and safety, completing daily, weekly checklists and reporting defects appropriately	Awareness Health and safety at work Manual Handling training awareness		✓
Maintaining cleanliness of vehicles interior and exterior	Ability to provide regular and effective service	✓	
Ability to navigate city centres, Glasgow, Edinburgh, Dundee and localities within Fife	Experience of working with the public Experience of working with people with disabilities and or health issues		✓

E = Essential Criteria D = Desirable Criteria

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	Use of sat nav, map reading skills		✓
Liaise closely supervisory staff; ensuring production and schedules requirements are optimised.	Ability to follow instruction	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			
Operate petrol lawnmower/ strimmer	Experience in grass cutting/ garden maintenance		✓

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How we work matters**
- **Matrix Fife is a supported business and employs people that are disadvantaged, have disability and/or health issues.**

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results